



Macintosh Keyboard Shortcuts



SHIFT + Mouse Click on first and the the last consecutive items that like to select a whole group.(to delete or move to another folder as

COMMAND + Mouse Click on each non-consecutive items that you would like to select a whole group.(to delete or move to another folder as a group)

Keyboard Shortcuts

COMMAND + A = Select all

COMMAND + B = Make text bold

COMMAND + C = Copy selected text or graphics

COMMAND + D = Format Font Window

COMMAND + E = Center a paragraph

COMMAND + F = Find

COMMAND + H = Replace text

COMMAND + I = Italicize text

COMMAND + N = Compose a new

COMMAND + O = Open

COMMAND + P = Print

COMMAND + Q = Quit active application

COMMAND + S = Save

COMMAND + T = Increase indentation to next default tab stop

COMMAND + U = Underline text

COMMAND + V = Paste text or graphics

COMMAND + W = Close active window

COMMAND + X = Cut text or graphics

COMMAND + Z = Undo the last action

COMMAND + SPACEBAR = Remove text formatting

COMMAND + SHIFT + L = Add or remove bullets

COMMAND + L = Left-align a paragraph

COMMAND + G = Go to

COMMAND + SHIFT + T = Decrease indentation to previous default tab stop

COMMAND + drag the window = To move a window without making it active

COMMAND + right arrow = To expand the contents of the selected folder

COMMAND + arrow up = To move up one level in file dialog boxes

COMMAND + OPTION = Held down while the computer starts up to rebuild the desktop (should be done about once a month)

OPTION + drag the icon = To copy an icon into another folder
(instead of moving it)

OPTION + close = To close all disk and folder windows

Hold down SHIFT while starting up to start computers with EXTENSIONS

Microsoft Word Shortcut keys for Macintosh

Keys for working with documents

To	Press
Create a new document	⌘+N
Open a document	⌘+O
Close a document	⌘+W
Split a document	OPTION+⌘+S
Save a document	⌘+S
Quit Word	⌘+Q
To	Press
Find text, formatting, and special items	⌘+F
Repeat find	OPTION+⌘+Y
Replace text, specific formatting, and special items	⌘+H
Go to a page, bookmark, footnote, table, comment, graphic, or other location	⌘+G
Go back to a page, bookmark, footnote, table, comment, graphic, or other location	OPTION+⌘+Z
Browse a document	OPTION+⌘+HOME
To	Press
Cancel an action	ESC
Undo an action	⌘+Z
Redo or repeat an action	⌘+Y
To	Press
Switch to page layout view	OPTION+⌘+P
Switch to outline view	OPTION+⌘+O
Switch to normal view	OPTION+⌘+N

Keys for editing and moving text and graphic

Delete text and graphics	
To	Press
Delete one character to the left	DELETE
Delete one word to the left	⌘+DELETE
Delete one character to the right	DEL
Delete one word to the right	⌘+DEL
Cut selected text to the Clipboard	⌘+X
Undo the last action	⌘+Z
Cut to the Spike	⌘+F3
Copy and move text and graphics	
To	Press
Copy selected text or graphics	⌘+C
Cut text or graphics	F2 (F4 to paste)
Create AutoText with text selected	OPTION+F3
Paste the Clipboard contents	⌘+V
Paste the Spike contents	⌘+SHIFT+F3
Insert special characters	
To insert	Press
A field	⌘+F9
An AutoText entry	RETURN (after typing the first few characters of the AutoText entry name and when the ScreenTip appears)
A line break	SHIFT+RETURN
A column break	⌘+SHIFT+RETURN
A nonbreaking hyphen	⌘+SHIFT+HYPHEN

Keys for formatting characters and paragraphs

Format characters

To	Press
Change the font	⌘+SHIFT+F
Change the font size	⌘+SHIFT+P
Increase the font size	⌘+SHIFT+>
Decrease the font size	⌘+SHIFT+<
Increase the font size by 1 point	⌘+]
Decrease the font size by 1 point	⌘+[

To	Press
Change the formatting of characters (Font command, Format menu)	⌘+D
Change the case of letters	SHIFT+F3
Format letters as all capitals	⌘+SHIFT+A
Apply bold formatting	⌘+B
Apply an underline	⌘+U
Underline words but not spaces	⌘+SHIFT+W
Double-underline text	⌘+SHIFT+D
Apply hidden text formatting	⌘+SHIFT+H
Apply italic formatting	⌘+I
Format letters as small capitals	⌘+SHIFT+K
Apply subscript formatting (automatic spacing)	⌘+EQUAL SIGN
Apply superscript formatting (automatic spacing)	⌘+SHIFT+PLUS SIGN
Remove manual character formatting	CONTROL+SPACEBAR
Change the selection to Symbol font	⌘+SHIFT+Q

To	Press
Copy formats	⌘+SHIFT+C
Paste formats	⌘+SHIFT+V

Function keys

To print this table, click the **Maximize** button at the upper right of the **Help** window. On the **File** menu, click **Print Topic**.

Function key	SHIFT	⌘	⌘+SHIFT	OPTION
F1 Undo				
F2 Cut text or graphics			Print Preview command (File menu)	
F3	Change the case of letters	Cut to the Spike	Insert the contents of the Spike	Create an AutoText entry
F4 Paste text	Repeat a Find or Go To action	Close the window		
F5 Go To command (Edit menu)	Move to a previous revision		Edit a bookmark	
F6 Go to next pane	Go to the previous pane	Go to the next window	Go to the previous window	
F7 Spelling command (Tools menu)	Thesaurus command (Tools menu)		Update linked information in a Word source document	
F8 Extend a selection	Shrink a selection		Extend a selection (or block)	Run a macro
F9 Update selected fields	Switch between a field code and its result	Insert an empty field	Unlink a field	Switch between all field codes and their results
F10 Activate the menu bar	Display a shortcut menu			
F11 Go to the next field	Go to the previous field	Lock a field	Unlock a field	Display Visual Basic code
F12 Save As command (File menu)				